



## Elementary School Principal

## Regina Pacis Academy

Location: 8 Leonard St, Norwalk, CT 06850

Terms: Full Time Employee

Experience: 3+ years preferred

Education: Graduate Degree

Send applications or inquiries to: [gitbishop@gmail.com](mailto:gitbishop@gmail.com)

Salary: Competitive

## About the Employer

The mission of the Regina Pacis Academy is to provide the highest quality education to our students who are taught in small classes by teachers committed to the precepts of the Catholic faith. We offer a time-tested classical pedagogy rooted in the tradition of the Roman Catholic Church at a reasonable cost for all.

Originally founded in 2005 as Anchor Academy, the school opened with 23 students and four teachers. Since then our enrollment in kindergarten through eighth grade has grown to 68 students, with further capacity to double in size over the next several years.

Classes meet from the beginning of September through the end of May at the St. Mary school building in Norwalk, Connecticut. Regina Pacis Academy is a member of the National Association of Private, Catholic and Independent Schools (NAPCIS).

## Job Description

The Principal of Regina Pacis Academy leads the school in full accordance with its mission and classical philosophy. Achieving academic excellence requires the Principal to collaboratively direct all members of the school staff and communicate effectively with parents. Inherent in the role are the responsibilities for curriculum development, personnel management, scheduling, facility operations, extracurricular activities, and emergency procedures.

As an example of spiritual leadership, the Principal must be a practicing Catholic who is willing to sign the Profession of Faith and make an Oath of Fidelity to the Magisterium.

## Duties and Responsibilities

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### *Relationship with the Board*

As the leader of the school, the Principal is accountable solely to the board and is charged with carrying out its strategic plan within the budget and policy parameters also established by the board. These policies are laid out in handbooks provided to all parents and faculty members. Additionally, the Principal attends board meetings as a non-voting member and may assist in setting the agendas. The Principal is responsible for the day-to-day academic operations of the school without board intervention.

### *Academic Leadership*

The primary priority of the Principal as Head of School is to recruit, motivate, and retain an excellent teaching staff. The Principal oversees classroom management, lesson plans, and sets specified standards for the individual areas of study. In doing so the Principal will schedule regular faculty meetings and encourage ideas for program improvement; define and evaluate faculty performance standards; establish reasonable faculty workloads; enlist substitute teachers (possibly teach); keep accurate personnel records; and encourage the spiritual and professional growth of the faculty.

Maintaining a culture of open communication with parents, students and faculty is also fundamental to the Principal's success. In addition to normal daily interaction, some of the more formal communication channels include: distributing a weekly email newsletter, ensuring that the school website is kept up to date, preparing monthly and yearly calendars, scheduling parent/teacher conferences, arranging open houses and special event activities, and collaborating with the Seton Society (our parent volunteer association) regarding the needs of the school.

### *Administrative Leadership*

In matters concerning administration of the curriculum the Principal: ensures that texts, supplies and equipment are ordered on time and that students undergo standardized testing; supervises the permanent records for each student; establishes and implements fair but firm discipline procedures; facilitates student participation in the sacraments in collaboration with the parish office; and handles questions and grievances of the faculty and parent body in a balanced, professional manner.

The Principal also follows all state regulations and maintains a personal program of professional growth by establishing contacts with other heads of private Catholic schools.

## Skills and Qualifications

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- Practicing Catholic with proven leadership experience
- Superior oral and written communication skills
- Decisive, hard-working, inspirational, leads by example
- Able to discipline with charity and fairness
- Training and experience in school administration preferred
- Teaching experience in a classical setting preferred